



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**MARK T. BENTON** • Assistant Secretary for Public Health

MEMORANDUM

TO: Local Health Directors  
FROM: Mark Benton, Assistant Secretary for Public Health  
DATE: February 1, 2021  
SUBJECT: Consolidated Agreement and Related Materials for Fiscal Year 2021-2022

DocuSigned by:  
*Mark T. Benton*  
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On behalf of the Division of Public Health, please accept my thanks and appreciation for the work that local health departments do on behalf of the citizens of North Carolina. There is no doubt that this past year has been a year unlike any other, and I want you to know that I begin and end each day thinking of you and our work together in this unprecedented public health crisis. Your individual and collective efforts are making a difference –safeguarding the public’s health, building healthier and safer communities, and ensuring that our future generation is the healthiest ever. Thank you for the work you have done and will continue to do around COVID-19.

As you well know, the annual Consolidated Agreement and the accompanying Agreement Addenda (AAs) are the primary mechanism that DPH uses to provide state and federal funding and to ensure certain requirements are clearly outlined. While this agreement looks similar to prior years, I will assure you that on June 1, 2021, when this agreement begins, we will recognize and clarify with you the prioritization of your work in COVID. While we are still “all hands on deck” for vaccine or other COVID response as the pandemic evolves, no LHD will be penalized – financial or programmatic – for taking action to reassign staff to work on vaccination. In particular, necessary extensions or delays for Community Health Needs Assessments, State of the County Health reports and Community Health Improvement Plans will be granted flexibility via our usual communication channels ([kathy.dail@dhhs.nc.gov](mailto:kathy.dail@dhhs.nc.gov)) and will be in sync with any changes to the LHD Accreditation processes.

The list of changes to the FY 2021-2022 Consolidated Agreement were provided via email to local health directors and virtually to those attending the North Carolina Association of Local Health Directors (NCALHD) business meeting on Wednesday, January 21, 2021. The changes list has been updated and is included with these emails. DPH did not receive any questions or concerns about the changes.

Please note that the reporting of Local Appropriations by Program/Activity in the Aid-to-Counties database is still necessary. This mechanism for tracking local public health department expenses allows DPH to work with the NCALHD and each of you to understand the current costs, funding, and historic trends of local governmental public health funding.

No payments will be made for any Activity for the new fiscal year until the signed Consolidated Agreement has been received by the DPH Contracts Office. No payments will be made for any

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH**

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specific Activity for the new fiscal year until the Agreement Addendum for that Activity has been received by the DPH Contracts Office. For those Activities that have negotiable Agreement Addenda, those Agreement Addenda also will need to be signed by the DPH Program before payments will be made for their specific Activities.

If your agency intends to decline a specific Activity/AA, the agency's health director must provide a letter to the DPH Contracts Office which states the reason you are declining the specific AA's funds. Do not sign and return that Activity/AA.

If you have questions or concerns, please contact Beth Lovette, Deputy Director/Section Chief/ Local and Community Support. Thank you for your continued hard work for public health in North Carolina!

Enc.

Summary of changes in the Consolidated Agreement from FY 2020/2021 to FY 2021/2022

Memo (as an email message) from Adrienne Gilliatt with guidance for reviewing, signing, and returning these agreements to the North Carolina Division of Public Health (DPH).

Consolidated Agreement  
Agreement Addenda (AAs)

cc: Betsey Tilson  
Virginia Niehaus  
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Beth Lovette  
Administrative Consultants  
Jeneen Preciose  
Adrienne Gilliatt  
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